



# U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

## PROMOTIONS - PERSONNEL SECTION (PPS)

(BLDG 750, ROOM 214)

inbox: [usarmy.schofield.imcom-pacific.mbx.da-boards-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.da-boards-hi@mail.mil)

ALCON,

In an effort to combat the risk and prevent the spread of COVID-19 through customer contact transmission, the Promotions and Personnel Services (PPS) Section will start implementing the DIGITAL ONLY (on-line) services effective immediately.

The following measures shall be taken:

1. Send all your requests for Records Update via EMAIL only (SRB/IPERMS/DD93/Records Review/ etc.)
2. Refrain from sending your Soldiers to our office to update their records. Have them call or email us for further guidance.
3. All Personnel Records Review shall be completed "INDEPENDENT METHOD" only (via email/ Soldier and Records Manager at different workstations)
4. All other inquiries and concerns shall be addressed to our Group Inbox:  
Email: [usarmy.schofield.imcom-pacific.mbx.da-boards-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.da-boards-hi@mail.mil)  
Phone: (808) 655-4510/4511

Ensure widest dissemination to your Soldiers. Thank you for your support and compliance.